



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 15 MARCH 2012

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**
2. **Minutes**
Minutes of meeting held on (previously circulated).
3. **Items of Urgent Business Authorised by the Chairman**
4. **Declarations of Interest**
5. **City Council Meetings Timetable and Meeting Times** (Pages 1 - 8)
6. **Special Council Meeting 2012** (Pages 9 - 13)
7. **Electoral Review - Consideration of Council Size**
Report to follow.
8. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Richard Newman-Thompson (Chairman), Roger Mace (Vice-Chairman), June Ashworth, Melanie Forrest, Janet Hall, Sylvia Rogerson and David Whitaker

(ii) **Substitute Membership**

Councillors Tony Anderson (Substitute), Tim Hamilton-Cox (Substitute), Geoff Knight (Substitute), Jane Parkinson (Substitute), Ian Pattison (Substitute) and Emma Smith (Substitute)

(iii) **Queries regarding this Agenda**

Please contact Peter Baines, Democratic Services - 01524 582074, or email pbaines@lancaster.gov.uk

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER LA1 1PJ

Published on Wednesday 7th March 2012

COUNCIL BUSINESS COMMITTEE**City Council Meetings Timetable and Meeting Times -
2012/13****15 March 2012****Report of the Head of Governance****PURPOSE OF REPORT**

To approve the meetings timetable and meetings times for the Municipal year 2012/13 and, in particular, to consider 6pm start times for the Personnel and Standards Committees.

This report is public

RECOMMENDATIONS OF THE HEAD OF GOVERNANCE

- (1) **That the Committee considers the meetings timetable and meeting times for the Municipal year 2012/13, in particular changing to 6pm start times for the Personnel and Standards Committees, and either**
- (a) **agrees and approves a timetable and meetings start times for the Municipal year 2012/13 based on the draft timetable at Appendix B; or**
 - (b) **makes recommendations on a timetable and meeting start times for the Municipal year 2012/13, for referral on to Council for debate on 11 April 2012.**

1.0 Introduction

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of Lancaster City Council meetings. The following report is based on the schedule of meetings held in 2011/12 and, at the request of the Chairman of the Committee, the Committee is asked to consider changing the start times of two Committees, Personnel and Standards.

2.0 Proposal Details

- 2.1 The proposal is that the start time for the Personnel Committee be moved from 4.30pm to 6pm and that the start time for the Standards Committee be moved from 10.00am to 6pm. All other start times would remain the same as 2011/12, as shown at Appendix A.
- 2.2 It should be noted that the Localism Act 2011 has made changes to the Standards regime, as detailed in the Monitoring Officer's report to Council on 1 February 2012. The current Committee is a statutory committee and there

will be no requirement for the Council to have a Standards Committee under the Act. It is, however, likely that the Council will still keep a Standard's Committee in 2012/13 comprised of Elected Members on a PR basis.

- 2.3 The draft timetable attached at Appendix B shows the proposed dates of meetings assuming the number of meetings remain as they are this year and that the dates follow the same pattern with a couple of exceptions explained in 2.4 and 2.5 below.
- 2.4 It is proposed that the Licensing Regulatory Committee, which would normally be held on Thursday 15 November 2012, be brought forward to Tuesday 13 November 2012. The reason for this is that the elections for the new Police and Crime Commissioners are due to be held on Thursday 15 November and Democratic Support staff will all be required to work on the election.
- 2.5 That the dates of Budget and Performance Panel meetings, which would normally have been scheduled for 29 May, 28 August, 27 November 2012 and 18 February 2013, be moved to 12 June, 11 September, 11 December 2012 and 5 March 2013. This is because it became apparent, during the 2011/12 municipal year, that the timetabling of the Cabinet and Budget and Performance Panel meetings did not fit well with the Council's quarterly corporate performance reporting cycle. The dates for Budget and Performance Panel meetings in 2012/13 have therefore been drafted with regard to the performance reporting cycle and assume pre-scrutiny of the performance information prior to Cabinet. This accords with the view of the Panel, which was consulted on this issue at its meeting on 21 February 2012.
- 2.6 There is one further, minor, point which may arise from the proposed changes in start times to meetings. A Member Briefing session has been scheduled for 11 October 2012 at 6pm and this would clash with a Standards Committee meeting if the Standards Committee meeting started at 6pm. However, the Member Briefing would be rescheduled to Thursday 18 October 2012 if the decision is taken to change the start time of the Standards Committee from 10.00am to 6pm.

3.0 Options and Options Analysis (including risk assessment)

	Option 1: To change the start times of the Personnel and Standards Committees to 6pm.	Option 2: Meetings times to remain the same as 2011/12.
Advantages	Would allow Members who work 9-5 and have difficulty attending daytime meetings to serve on the Standards and Personnel Committees which currently meet in the day.	Holding the majority of meetings in the daytime is preferred by Members with evening commitments. No financial implications as the two Town Halls are already open during weekdays. Long meetings would end at a reasonable hour.

<p>Disadvantages</p>	<p>Some Members may prefer daytime meetings and find evening meetings difficult.</p> <p>Might be difficult for Members who are also Parish/Town Councillors and attend parish meetings in the evenings to serve on Personnel or Standards.</p> <p>There could be slight cost implications for increasing the number of evening meetings (see Financial Implications).</p> <p>Personnel meetings that deal with grievance and disciplinary appeals, and Standards meetings that deal with hearings can often be lengthy meetings. It would not be feasible to start these meetings at 6pm. If such meetings, unlike the scheduled meetings, were to be held during the day, those members who have been appointed to the Committees because they work during the day would be unable to attend.</p> <p>Personnel hearings sometimes require participation by representatives from Trade Unions. These representatives may not be as readily available to attend in the evening.</p> <p>The Council does not provide food for meetings starting at 6pm. Some Members who have worked all day may find it difficult to find time to eat before the start of the meeting. Should Members wish to have food provided before Standards and Personnel Committee meetings this would be an added cost.</p> <p>Holding meetings in the evening is a way to allow members of the public who work 9-5 more opportunity to attend public meetings. However the Personnel and Standards Committees are unlikely to attract</p>	<p>It is difficult for Members who work full time to serve on the Standards or Personnel Committees.</p>
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	<p>the public. There is no provision for the public to participate, only to observe. The reports often relate to individuals and therefore the public would be excluded from large parts of these meetings.</p>	
<p>Risks</p>	<p>The Council may lose Members' expertise. Members who currently serve on the Personnel or Standards Committee and have developed expertise may be unable to attend if the meetings are moved to 6pm.</p> <p>May result in more substitutions and absences from Members who also sit on Parish or Town Councils where meetings are already held in the evenings.</p> <p>The support service for Members might be affected during the week 9am-5pm as Democratic Services staff take time off accrued from evening meetings (see HR implications).</p> <p>Decisions taken late at night following a lengthy hearing may be susceptible to legal challenge.</p>	<p>The Council may miss an opportunity to tap into Members' expertise. Members who work full time may be unable to serve on the Personnel Committee where they could contribute particular knowledge.</p>

3.1 There is no officer preferred option and it is open for the Committee to propose any other options it feels would be appropriate.

3.2 As previously stated, it is within the terms of reference of this Committee to agree the annual timetable of Lancaster City Council meetings. However, the attached draft has already been circulated to all Members so, should the Committee wish to propose other options which might result in radical changes to the start times, dates or frequency of meetings, officers would advise the Committee to refer its recommendations on to Council to consider on 11 April 2012.

4.0 Training and Development

4.1 It should be noted that the timings of training and development events for Members have changed this Municipal Year to accommodate requests for evening sessions. All events now start at 6pm unless they will take too long to finish at a reasonable hour or the trainer is unavailable in the evenings.

5.0 Conclusion

5.1 Members are asked to approve the draft meetings timetable for the next Municipal Year, and the start times for meetings, or to make

recommendations for referral on to Council, having regard to the issues raised in this report.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

LEGAL IMPLICATIONS

There are no legal implications as a result of this report. However, holding lengthy hearings and taking decisions affecting individuals' rights late into the night may be deemed to be contrary to the rules of natural justice and may lead to such decisions being challenged through the courts.

FINANCIAL IMPLICATIONS

Starting meetings at 6pm would carry some financial implications but it is expected that these would be minimal, e.g. heating and lighting the meeting rooms and staffing the building outside office hours, but only if the meetings continued beyond 7.30 pm

If Members wished to have food provided before the start of evening meetings, this would be an additional cost, however this is not currently provided for other 6pm meetings.

OTHER RESOURCE IMPLICATIONS

Human Resources:

Where officers of the Council are required to attend evening meetings the provisions of the Flexitime Policy and/or the policy in place that allows staff to take time of in lieu of additional hours worked outside core hours (Toil Policy) will be utilised. An increase in evening meetings may mean that the Democratic Support office is unmanned at some points during the week because of this. At present it is possible to maintain at least skeleton cover all week from 9am-5pm.

Property services staff work longer hours when the building is in use at night.

Information Services:

None.

Property:

Heating and lighting costs referred to in the Financial Implications above.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and her comments are incorporated in the report,

BACKGROUND PAPERS Council Business Committee meeting papers 15 November 2007. Budget and Performance Panel meeting papers 21 February 2012.	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:

Meeting Start times/venues 2011/12

(LTH = Lancaster Town Hall and MTH = Morecambe Town Hall).

Annual Council (ceremonial)	Ashton Hall, LTH	12pm
Annual Council (business)	MTH	6pm
Council	MTH	2pm
Council Business Committee	MTH	6pm
Cabinet	Alternating LTH, MTH	10am
Overview and Scrutiny	MTH	6pm
Budget and Performance	MTH	6pm
Licensing Regulatory Committee	LTH	1pm
Licensing Act Committee	LTH	2pm
Planning & Highways Regulatory	LTH	10.30am
Personnel Committee	LTH	4.30pm
JCC	LTH	2pm
Audit Committee	MTH	6pm
Standards Committee	LTH	10am

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

DRAFT MEETINGS TIMETABLE 2012/2013

2012

2013

	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon						1						1 Bank Holiday		Mon
Tue	1					2			1 Bank Holiday			2		Tue
Wed	2			1		3			2			3	1 Overview and Scrutiny Committee	Wed
Thur	3			2		4	1 Member Briefing		3			4 Member Briefing	2 Council Business Committee	Thur
Fri	4	1		3		5	2		4	1	1	5	3	Fri
Sat	5	2		4	1	6	3	1	5	2	2	6	4	Sat
Sun	6	3	1	5	2	7	4	2	6	3	3	7	5	Sun
Mon	7 Bank Holiday	4 Bank Holiday	2	6	3	8 Planning Site Visit	5 Planning Site Visit	3 Planning Site Visit	7 Planning	4 Planning	4 Planning	8 Planning	6 Bank Holiday	Mon
Tue	8	5 Bank Holiday	3 Cabinet LTH	7	4 Cabinet LTH	9 Cabinet MTH	6 Cabinet LTH	4 Cabinet MTH	8	5 Personnel	5 Budget and Performance Panel	9	7	Tue
Wed	9	6 Overview & Scrutiny Committee	4	8	5 Overview and Scrutiny Committee	10 Overview and Scrutiny Committee	7	5 Overview & Scrutiny Committee	9	6 Council	6 Overview and Scrutiny Committee	10	8	Wed
Thur	10	7 Licensing Reg	5 Member Briefing	9	6 Licensing Reg/ Member Briefing	11 Standards/ Member Briefing	8 Council Business Committee	6 Member Briefing	10 Licensing Reg/ Member Briefing	7 Member Briefing	7 Member Briefing	11	9	Thur
Fri	11 Annual Council	8	6	10	7	12	9	7	11	8	8	12	10 Annual Council	Fri
Sat	12	9	7	11	8	13	10	8	12	9	9	13	11	Sat
Sun	13	10	8	12	9	14	11	9	13	10	10	14	12	Sun
Mon	14 Business Council	11	9	13 Planning Site Visit	10 Planning Site Visit	15 Planning	12 Planning	10 Planning	14	11	11	15	13 Annual Business Council	Mon
Tue	15	12 JCC Budget and Perf Panel	10 Budget & Performance Panel	14	11 Budget and Performance Panel	16 Personnel	13 Licensing Reg	11 Budget and Performance Panel	15	12 Cabinet MTH	12 Cabinet LTH	16 Personnel	14	Tue
Wed	16	13 Council	11 Overview and Scrutiny Committee	15	12 Council	17 SPECIAL COUNCIL MEETING	14 Council	12 Council	16 JCC	13	13 JCC	17 Council	15	Wed
Thur	17	14 Standards	12 Licensing Act	16	13 JCC/ Council Bus Committee	18 Licensing Reg	15	13	17 Council Business Committee	14 Licensing Reg	14 Council Business Committee	18	16	Thur
Fri	18	15	13	17	14	19	16	14	18	15	15	19	17	Fri
Sat	19	16	14	18	15	20	17	15	19	16	16	20	18	Sat
Sun	20	17	16	19	16	21	18	16	20	17	17	21	19	Sun
Mon	21 Planning Site Visit	18 Planning Site Visit	16 Planning Site Visit	20 Planning	17 Planning	22	19	17	21	18	18	22	20	Mon
Tue	22	19	17	21	18	23 Budget & Performance Panel	20	18	22 Cabinet LTH	19	19	23 Cabinet MTH	21	Tue
Wed	23	20	18 Council	22	19 Audit	24	21	19	23 Audit	20	20	24 Audit	22	Wed
Thur	24	21 Licensing Act	19 Licensing Reg	23	20 Licensing Act	25	22 Licensing Act	20	24 Standards	21	21 Licensing Act	25 Standards	23	Thur
Fri	25	22	20	24	21	26	23	21	25	22	22	26	24	Fri
Sat	26	23	21	25	22	27	24	22	26	23	23	27	25	Sat
Sun	27	24	22	26	23	28	25	23	27	24	24	28	26	Sun
Mon	28 Planning	25 Planning	23 Planning	27 Bank Holiday	24	29	26	24	28 Planning Site Visit	25 Planning Site Visit	25 Planning Site Visit	29	27 Bank Holiday	Mon
Tue	29 Cabinet MTH	26 Personnel	24 Cabinet MTH	28	25	30	27	25 Bank Holiday	29 Budget & Performance Panel	26	26 Budget & Performance Panel	30 Budget and Performance Panel	28	Tue
Wed	30	27 Audit	25	29	26	31 Overview & Scrutiny Committee	28	26 Bank Holiday	30 Overview and Scrutiny Committee	27 Budget Council	27		29	Wed
Thur	31	28 Council Bus Com	26	30	27		29	27	31 Licensing Act	28	28 Licensing Reg		30	Thur
Fri		29	27	31	28		30	28			29 Bank Holiday		31	Fri
Sat		30	28		29			29			30			Sat
Sun			29		30			30			31			Sun
Mon			30					31 Planning Site Visit						Mon
Tue			31											Tue

COUNCIL BUSINESS COMMITTEE**Special Council Meeting 2012****15 March 2012****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To consider a suitable topic and other arrangements for a Special Council meeting to be held in October 2012.

This report is public

RECOMMENDATIONS OF THE DEMOCRATIC SERVICES MANAGER

- (1) That the Committee considers a topic, venue and any other arrangements for a Special Council meeting to be held in October 2012.**
- (2) That the Democratic Services Manager be authorised to commence arrangements and develop proposals for this year's Special Council meeting.**
- (3) That a progress report be submitted to the next meeting of this Committee setting out proposals for the event and any financial implications.**

1.0 Introduction

1.1 In 2006, Council introduced the concept of holding an annual 'Special' Council meeting in autumn specifically for the following purposes:

- Consideration of a single topic
- Hearing of an external speaker
- Meeting in assembly or forum
- Consideration of a local, regional or national issue

or other purpose to be determined by the Council Business Committee.

1.2 This was set out in the Council's Constitution (Part 4, Section 1, paragraph 4.1) and the terms of reference for this committee were amended to include agreeing the agenda and making the arrangements for these 'special' Council meetings.

1.3 Whilst considering the meetings timetable for 2011/12 at its meeting on 11 November 2010, Council Business Committee felt that these Special Council

meetings should be timetabled for alternate years and resolved that the next Special Council meeting be arranged for a date in October 2012. The date for this meeting has been included on the draft timetable (to be considered elsewhere on this agenda) as 17 October 2012.

2.0 Previous Special Council meetings

- 2.1 To give Members a flavour of the types of events that have taken place in previous years, brief details of previous special council meetings are provided below:-

Date	Title	Aims
1.11. 2006	Lancaster District Local Strategic Partnership.	Information session about the LDLSP and its work.
17.10.2007	City Coast and Countryside – celebrating our culture.	To consider feedback from a community event and a recommendation that the issues raised during the event be taken on board as part of the review of the Council's Cultural Strategy " <i>Bring Me Sunshine</i> " and used to shape future elements of the Overview and Scrutiny Work Programme.
22.10.2008	Children and Young People Engagement Strategy.	Consultation with Young People.
13.10.2010	Would you like to be a Councillor?	To promote the role of City Councillor and standing for election to local people.

3.0 Potential topics

- 3.1 Three topics have been suggested for consideration.
- 3.2 The first idea is a meeting bringing Councillors together with young people. The theme for the Special Council meeting in 2008 was consultation with young people on the Children and Young People Engagement Strategy. Feedback from those Councillors who attended suggested that the event was disappointing because there was insufficient opportunity for the Councillors and young people to talk and exchange views. In view of this, if this topic were to be taken forward in October 2012, the purpose would be to facilitate an opportunity to connect with young people, to listen to them and to give them a greater understanding of what Councillors do and the challenges they face.
- 3.3 Officers from Community Engagement have offered to work with Democratic Services to plan and facilitate such a meeting and some of the ideas they have put forward include councillor "speed dating", the pupil power game or world café discussions focused on understanding how young peoples opinions can feed into the decision making process.

- 3.4 This idea would assist with the Council's Community Leadership priority, in making links to engage a section of the Community which often has little contact with the Council.
- 3.5 The second idea is for consideration of a regional issue, specifically the National Grid upgrade to connect six new energy projects to the national electricity network. This includes four offshore wind farms, a 850 megawatt (MW) combined cycle gas turbine (CCGT) in Thornton, on the Fylde coast, in Lancashire, as well as the proposed new 3.2 gigawatt (GW) nuclear power station known as Moorside near Sellafield, West Cumbria.
- 3.6 There is currently only a local distribution system around the peripheries of the Lake District National Park so National Grid is tasked with finding the best way to extend the national grid throughout Cumbria and North Lancashire to facilitate these connections. National Grid is currently carrying out a great deal of technical and environmental investigation work as well as talking to a consortium of local authorities. A consultation will start in April on the strategic route options.
- 3.7 National Grid is due to consider consultation responses by the autumn and decide which they will promote to full consideration of route corridors. October would appear to be timely for National Grid to talk to Council about their chosen option and describe what happens next. Lancaster City Council has taken a leading role with the County Council and several partner authorities in Cumbria in negotiations so far.
- 3.8 This option would assist Councillors awareness and understanding of issues linked to the Economic Regeneration corporate priority, particularly the Energy Coast.
- 3.9 The third idea is for a one-topic meeting to consider whether Council might wish to remodel itself from the current Leader and Cabinet arrangement to a new style of Committee system. This is an option afforded by the Localism Act 2011, which amends the Local Government Act 2000 to allow local authorities to operate the following forms of governance: executive arrangements; a committee system, or arrangements prescribed by the Secretary of State.
- 3.10 Such a meeting could explore what a Committee system might look like in 2012 (the option exists to include Overview and Scrutiny in a new style Committee system) and the pros and cons of the different frameworks of governance.
- 3.11 Members would be presented with information by officers, have an opportunity to ask questions and debate and form a resolution in the normal manner. However, as a one-topic meeting Members would have the chance to give this important matter more time and consideration than might be available at an ordinary Council meeting.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The options open to the Committee are:-

- Option 1 – to pick a topic from those suggested above for the Democratic Services Manager to progress.
- Option 2 – to choose a different topic, raised by the Committee at this meeting, for the Democratic Services Manager to progress.
- Option 3 – to choose not to hold a Special Council meeting this year.

4.2 It would also be possible for the Committee to pick more than one topic to be costed out and discussed at the next meeting for a final choice to be made with more detailed information.

4.2 The matter is for the Committee to decide at this stage and there is no officer preferred option. The idea relating to the National Grid would, of course, be dependent upon a suitable speaker being available on the date of the meeting.

4.3 Other matters which the Committee might wish to consider at this stage are the venue for the meeting and start time. Should the Committee be minded to take up the option for an event involving young people, this would be dependent on their release from local schools and the start time of the meeting would need to be earlier than the usual 2pm to match the end time of the usual school day, around 3pm.

5.0 Conclusion

5.1 Members are asked to consider whether a Special Council meeting should be held later this year and, if so, to agree a topic to be worked up into a programme for the meeting.

RELATIONSHIP TO POLICY FRAMEWORK
As outlined in the report.
CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)
None.
LEGAL IMPLICATIONS
There are no legal implications as a result of this report.
FINANCIAL IMPLICATIONS
There are no financial implications as a result of this report. The resource implications for any topic(s) or theme(s) suggested for the meeting would be fully costed and the details brought back to the Committee at its next meeting.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Special Council meetings agendas and minutes 2006/7/8/10.

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